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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div.      DATE: 31 July 1951

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of May 1951.

25X1A

Telephone Service Bill	\$14,977.93
Long Distance Bills	5,934.45
	733.33
T.T. Channels, L.L.'s, P.L.'s, and TWX	4,087.52
Miscellaneous	188.05
	<u>\$25,921.28</u>

2. The following additional information is submitted for the month of May 1951:

- a. Total number and cost of outside local calls placed over switchboard,  25X1  
 No. of calls - 100,995      Cost - \$3,536.83
- b. Non-recurring installation charges for station equipment --- \$727.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$323.01
- d. Non-recurring move or relocation charges for station equipment already in use --- \$375.00

3. Also, listed below are estimated amounts for services to be rendered during the month of August 1951.

25X1A

Telephone Service Bill	\$16,000.00
Long Distance Bills	6,500.00
	1,200.00
T.T. Channels, L.L.'s, P.L.'s and TWX	4,500.00
Miscellaneous	300.00
	<u>\$28,500.00</u>

4. A total of 81 requisitions for services were processed by this Branch during the month of July 1951. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 307 unused branch lines available for

25X1A